

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>				1. Contract Number		Page of Pages	
						1	4
2. Amendment/Modification Number <b>No. 2</b>		3. Effective Date <b>November 24, 2004</b>		4. Requisition/Purchase Request No.		5. Solicitation Caption <b>Surplus Property – Inventory, Appraisal, and Potential Disposition</b>	
6. Issued by:  <div style="display: flex; justify-content: space-between;"> <div> <b>Office of Contracting and Procurement</b>  <b>Human Care Services Group</b>  <b>441 4<sup>th</sup> Street, NW, Suite 700S</b>  <b>Washington, DC 20001</b> </div> <div>Code</div> </div>				7. Administered by (If other than line 6)  <div style="display: flex; justify-content: space-between;"> <div> <b>Office of Contracting and Procurement</b>  <b>Personal Property Division</b>  <b>441 4<sup>th</sup> Street, NW, Suite 700S</b>  <b>Washington, DC 20001</b> </div> <div></div> </div>			
8. Name and Address of Contractor (No. street, city, county, state and zip code)          Code Facility				<b>X</b>	9A. Amendment of Solicitation No. <b>POPO-2005-R-0001</b>		
					9B. Dated (See Item 11) <b>11/2/04</b>		
					10A. Modification of Contract/Order No.		
					10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. <b>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.</b> If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (If Required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.						
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.						
	C. This supplemental agreement is entered into pursuant to authority of:						
	D. Other (Specify type of modification and authority)						
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)  <div style="text-align: center; padding: 20px;"> <b>Solicitation POPO-2005-R-0001 is amended as described in pages 2 – that follow.</b> </div>							
<b>ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED</b>							
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.							
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer			
				<b>James H. Marshall</b>			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
						<b>11/ 24/04</b>	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

1. Section A, page 1, block 9

Delete: December 1, 2004  
Insert: December 2, 2004

2. Section C.1.2 Definitions, page 5

Insert: **C.1.2.15 Certified Auctioneer:** An auctioneer certified by the National Auctioneer's Association and duly licensed as applicable by the state or locale in which auctioneering services are provided.

**C.1.2.16 Condition:** a state of fitness or readiness for use, for example the car was in good condition.

**C.1.2.17 Financial Viability Review:** A preliminary review of potential bidders to determine the financial capacity and capability of the bidder.

**C.1.2.18 Unsaleable/Unserviceable Property:** Incapable of being used or availed of to advantage; impracticable, impractical, unusable, unworkable, useless.

3. Section C.3.4.3.3, Collection of Proceeds, page 14

Insert: d. Provide documentation of buyer premium collected referencing at a minimum the applicable item/lot and the appropriate accounts receivable documentation.

4. Section C.3.4.3.3.8 a, Surplus Property Disposition Reports, page 15

Insert 12. Buyer Premium

5. Section C.3.4.3.3.8 b, Surplus Property Disposition Reports, page 16

Insert 12. Buyer Premium

6. Section C.3.4.3.3.8 c, Surplus Property Disposition Reports, page 17

Insert 11. Buyer Premium - Total

7. Section C.3.4.3.3.8 d, Surplus Property Disposition Reports, page 17

Insert 11. Buyer Premium - Total

8. Section F.3 Deliverables, end of second paragraph, page 22

Insert: The Contractor shall format all soft copies in Microsoft Excel or Microsoft Office Suites files.

9. Section, G.2.1, page 25, after the words concurrent copies,

Delete: Contracting Officer (CO)

10. Section H.2.8, page 33

Delete H.2.8 in its entirety

Insert:           **H.2.8**           The COTR, or his designee, will notify the Contractor and provide the location of equipment and vehicles housed at different locations.

11. H.2, page 33

Insert:           **H.2.9**           The COTR, or his designee, will assist the Contractor with providing adequate opportunities to View and inspect property at different locations.”

12. H.2, page 33

Insert:           **H.2.10**          The COTR, or his designee, will coordinate the And approve the security requirements for Live Auctions.

13. H.2, page 33

Insert:           **H.2.11**          The COTR, or his designee, will review the Comprehensive Surplus Property Inventory Report and identify minimum bids required for items/lot as applicable.

14. H.2, page 33

Insert:           **H.2.12**          The COTR, or his designee, will provide responses to media inquiries.

15. H. 2, page 33

Insert:           **H.3**           The COTR, or his designee, will assist the Contractor with the scheduling of District resources and property required by the Contractor to successfully perform the requirements of the

16. Section L.14, page 49

Delete: December 1, 2004

Insert: December 2, 2004

Solicitation POPO-2005-R-0001 – Surplus Personal Property – Inventory, Appraisal, and Potential Disposition

Amendment No. 2 – Attachment A

Response to questions received at the solicitation's Pre-Proposal/Site Visit as described in L.3 and Questions about the Solicitation as described in L.4

- 1. On page 46, L.2.1, Reference is made to submission of proposals in sealed envelopes. Since responses may be large, what other confidential manner is permissible?**

Proposals shall be submitted in a sealed envelope or an accommodating means such as a sealed box and clearly marked as described in the solicitation, Section L.2.1, page 46.

- 2. Due to the complexity and volume of questions submitted, when may we expect an answer and will the due date for proposals be extended, noting the District's responses will improve vendor's responses?**

Please see Solicitation POPO-2005-R-001, Amendment No. 2, Items Number 1 and 16, dated November 24, 2004

- 3. Will (Contractor) be required to complete on-site agency inventories of surplus property other than the property located at the Personal Property warehouse or will all (surplus) inventory work be completed at the Personal Property warehouse?**

The Contractor shall be responsible for the inventory, appraisal, and revenue projection for the District's existing surplus property located at the Personal Property Division warehouse.

If the District exercises optional (OPTIONAL) CLIN 0004, Section C.3.4.2.1 describes on page 10 that "The Contractor shall perform an inspection of each item/lot identified in the monthly Comprehensive Surplus Personal Property Inventory Report described in C.3.4.1.1 above. Large equipment and vehicles shall be stored at the respective District agency or department location. Further, Section H.2.8 of the solicitation, as amended, (amendment No. 2, Item Number 10, describes that the COTR, or his designee, will notify the Contractor, provide the location of equipment and vehicles housed at different locations, and assist the Contractor with providing adequate opportunities to inspect the property."

- 4. Is this going to be one Contract?**

Please see Section L.1 of the solicitation, Contract Award, page 46.

- 5. Is it possible to be split into 2, 3, or 4 parts?**

Please see Section L.1 of the solicitation, Contract Award, page 46.

**6. Who and how many evaluate the proposals?**

The number and identity of the evaluators of proposals received in response to the solicitation is confidential.

**7. Length of contract?**

Please see Section F.2 of the solicitation, page 21.

**8. Are there going to be options?**

Please see Section F.2 of the solicitation, page 21.

**9. How will scrap be handled? Whose responsibility is it to dispose?**

Please see Sections C.3.4.3.6 and C.4.3.4.3.7 of the solicitation, page 18.

**10. What is the relationship with the (District's) Board of Education (surplus property)?**

No relationship exists between the Government of the District of Columbia Office of Contracting and Procurement Personal Property Division and the District of Columbia Public Schools (DCPS) or the DCPS Board of Education surplus personal property division.

**11. Where do proceeds from sale of surplus property go?**

Please see Section C.3.4.3.3.4 of the solicitation Transfer of Proceeds, page 14.

**12. Is it possible to give Contractors access to the database or summary of information (inventory), understanding the limitations of the accuracy of the inventory information?**

Please see Solicitation POPO-2005-R-0001, Amendment No. 1, Item Number 2, issued November 19, 2004

**13. Can you make a copy of the PDA form and instructions?**

Please see Solicitation POPO-2005-R-0001, Section C.1.1, Applicable Documents, Item No. 6, page 4.

**14. What property is held elsewhere? Can we see it?**

Please see the response provided to Question Number 3 above.

**15. Are the other 70 (District) agencies required to use the disposal services of the Personal Property Division?**

Recently, several District departments including the Metropolitan Police Department, Fire and Emergency Medical Services, and the Department of Corrections have initiated the disposal of surplus personal property independent of the Personal Property Division. It is the intent of The Office of Contracting and Procurement Personal Property Division to establish itself as the single outlet for the disposal of the District's surplus personal property.

**16. What type of government support and GFE will be provided to support the inventory and appraisal? What will the access to space, utilities, etc. be? What equipment will be made available to the Contractor such as forklifts, pallets, and trucks to complete the requirements?**

Please see Solicitation POPO-2005-R-0001, Amendment No. 2, Item Number 15, issued November 24, 2004

**17. Please send current inventory via e-mail if possible.**

Please see Solicitation POPO-2005-R-0001, Amendment No. 1, Item Number 2, issued November 19, 2004

**18. The OIG's report contains a reference to the Office of Contracting and Procurement's development of an inventory tracking system by November 6, 2004. Will the Contractor utilize this system or implement an additional system?**

The requirements of the solicitation as described in C.3.4.1, Inventory Management System, page 9, require that "The Contractor shall develop, implement, and utilize an inventory management system to account for the receipt and disposition of personal property identified as surplus by the District." In addition, C.3.4.1.3, Training, of the solicitation, page 10, requires that "The Contractor shall develop and provide PPD staff training on the Inventory Management System including the systems and procedures utilized to perform the accounting (C.3.4.1.1) and maintenance and tracking (C.3.4.1.2) of surplus personal property."

**19. Will the Contractor be responsible for locating excess property at different District agencies and locations and educating the different agencies as to what is surplus and what direction it should go?**

No. The Contractor's requirements as described in Sections C.3.1, C.3.2, C.3.3, and C.3.4 (Optional) of the solicitation requires the Contractor to Provide a Comprehensive Inventory of the District's Surplus Personal Property, Provide an Appraisal of the Surplus Personal Property Inventory, Develop a Disposition Plan and Revenue Projection for the Sale of the District's Surplus Personal Property and (potentially) Manage the Disposition of the District's Surplus Personal Property respectively.

20. **CLIN001 Do you want us to inventory each item separately or by key category line item with quantity? For example, for personal computer keyboards: PC keyboard Dell Qty: 75 and PC keyboard HP Qty 25 or, PC keyboard Qty 100.**

Please see Section C.3.1.1, Physical Inventory and Inventory Report, of the solicitation, page 7.

21. **(Optional) CLIN004 -Can we propose fixed price/month for these services?**

No. Section B.3.1 – B.3.5 of the solicitation describe the unit for (OPTIONAL) CLIN 0004 as “% of Total Proceeds.”

22. **Can we assume that IT infrastructure is in place at the PPD? Or, shall we provide required hardware/software, installation and setup services in the proposal under (Optional) CLIN004?**

The Personal Property Division is equipped with workstations with internet access.

In addition, please see response to Question Number 18 above.

23. **Is it possible that we get a list of all attendees of the pre-proposal conference?**

The list of attendees at the Pre-proposal Conference/Site Visit held November 17, 2004 included the following:

Bert Buri	Liquidity Services, Inc./Liquidation.com
Sheldon Lightfoot	Liquidity Services, Inc./Liquidation.com
Ram Aikat	Liquidity Services, Inc./Liquidation.com
Tom Weschler	Adam A. Weschler's & Sons
Marnie Kagan	Bid4Assets
Vipin Desai	MVS, Inc.
Robert Stinson	Innolog, Inc.
V. Budd	Innolog, Inc.
Ted Dykes	Innolog, Inc.
Tom Stack	Maximus, Inc
Chris Krier	Maximus, Inc.
Duane Beckett	Sunnking, Inc.
Michael Jennings	Genko Supply Chain Solutions, Inc.
John Marx	Genko Supply Chain Solutions, Inc.
W. Ronald Evans	Capital City Auction & Realty
Charles Ofori	Ofori & Associates, Inc.
Doug Maghee	Hirons & Associates, Inc.



- 24. We would like to request an extension to the closing date by at-least 10 days from the date of receiving your response to us. This will give us sufficient time to ensure that we are providing best response to the District.**

Please see Amendment No.1, Items Number 1 and 3 issued November 19, 2004 and Amendment No. 2, Items Number 1 and 16, issued November 24, 2004

- 25. For (OPTIONAL) CLIN 0004, the unit is % of sales. One concern is that appraisals cannot be paid out of a percentage of profit as it would be a conflict of interest (see USPAP). Can this CLIN be modified to allow for appraisal to be paid for on the basis of lot or unit?**

Please see Section C.3.4.2 of the solicitation, Inventory Appraisal, page 10.

- 26. For (OPTIONAL) CLIN 0004, does D.C. Government anticipate staffing the existing warehouse?**

The Personal Property Division warehouse is presently staffed with District employees.

- 27. Ref page 55, Paragraph I.24.1.2.1.a, Does this paragraph require: "A list of all contracts completed during the past five (5) years for services that are similar in size, scope, and complexity as the requirements described in Section C and a list of all currently awarded contracts in process years for services that are similar in size, scope, and complexity as the requirements described in Section C"?**

Yes.

- 28. What is the status of the current inventory listing?**

Please see Solicitation POPO-2005-R-0001, Amendment No. 1, Item Number 2, issued November 19, 2004

- 29. What software is the inventory listing in such as MS Access, MS Excel, Oracle, etc.?**

MS Excel

- 30. Approximately what percentage of the total inventory items are in the inventory listing?**

Please see Solicitation POPO-2005-R-0001, Amendment No. 1, Item Number 2, issued November 19, 2004

- 31. Approximately how many items are physically in the surplus but not in the listing?**

Please see Solicitation POPO-2005-R-0001, Amendment No. 1, Item Number 2, issued November 19, 2004

**32. Can we have access to the current inventory listing?**

Please see Solicitation POPO-2005-R-0001, Amendment No. 1, Item Number 2, issued November 19, 2004

**33. Is each item already labeled with a bar code?**

No.

**34. Are there on-site computers with internet access to which the Contractor can have access?**

Please see the response to Question Number 22 above.

**35. Will we need to provide OCP the data we develop in electronic format? What software do you prefer?**

Please see Solicitation POPO-2005-R-0001, Amendment No. 2, Item Number 8, issued November 24, 2004

**36. There are 12 categories for Liquidation - what are the categories and what types of products?**

Please see Solicitation POPO-2005-R-0001, Amendment No. 1, Item Number 2, issued November 19, 2004

**37. What is the timeline to vacate the building (warehouse)?**

There is no timeline to vacate the Personal Property Division Warehouse.

**38. Is the inventory on pallets?**

Surplus property inventory is inconsistently placed on pallets.

**39. Is there an estimated wholesale value of the inventory?**

No.

**40. How many square feet does this surplus inventory occupy?**

The Personal Property Division warehouse is approximately 12,000 square feet and it is estimated that the current inventory of surplus property occupies approximately 60% of the total square feet.

**41. Are there any restrictions on the sale of the merchandise, are there any compliance issues?**

Please see Section C.1.1, Applicable Documents, Items No. 1, 2, 3, and 4 of the solicitation, page 4, Section C.3 of the solicitation, page 7, and Section C.3.4.3.1, Property Disposal Methods, page 10 of the solicitation.

**42. What are your recovery expectations?**

The District's goals and objectives for this procurement are discussed in Section C.1, Scope, second paragraph, page 4 of the solicitation, Section C.2.2, Goals, page 7 of the solicitation, and C.3.4, Manage the Disposition of the District's Surplus Personal Property (OPTIONAL CLIN 0004), page 9 of the solicitation.

**43. May we bid on only specific contract line items, such as: 0001, 0002, 0004 but not 0003?**

No.

**44. C.1 - What are the 12 categories? How old is the inventory back-log?**

Please see Solicitation POPO-2005-R-0001, Amendment No. 1, Item Number 2, issued November 19, 2004

The District suspended public auctions of surplus property in September of 2004.

**45. C.1.2.1 - What is a "certified auctioneer"? Certified by whom?**

Please see Amendment No. 2, Item Number 2, issued November 24, 2004.

**46. C.1.2.3 - Does this mean that a buyer's premium is allowed/encouraged under the contract? Must it be specified in the contract proposal?**

Please see Amendment No. 2, Item Numbers 3 - 7, issued November 24, 2004.

**47. C.1.2.5 - Who will approve the minimum bid? What happens to property that doesn't meet the reserve?**

Please see Amendment No. 2, Item Number 13, issued November 24, 2004.

**48. C.1.2.6-7 - Is it anticipated that the auction will allow for on-line bidding contemporaneous to the live auction?**

Please see Section C.3.4.3.1 of the solicitation, pages 10 – 11.

**49. C.2.1.3 - Is this contract in lieu of or in addition to the efforts of the PPD?**

Please see Section H.2.1 of the solicitation, page 33.

**50. C.2.2.4 - Is it planned that the Personal Property Management Manual be re-written? By whom? When? Will it affect this contract?**

No.

**51. C.3.1.1 - As part of the Inventory/Appraisal steps, will the property be tagged?**

Please see Section C.3.4.1 of the solicitation pages 9 – 10.

**52. Who identifies what is an “item/lot within a group”?**

The Contractor shall complete the Comprehensive Surplus Property Inventory Report as described in Section C.3.1.1 of the solicitation, page 7.

**53. C.3.2.1 - Will you provide examples of “condition”?**

Please see Amendment No. 2, Item Number 2, issued November 24, 2004.

**54. C.3.2.2 - What is the difference between “Appraised Value” and “Fair Market Value”? What kind of documentation is acceptable?**

Please see Section C.1.2.1, Appraised Value definition and C.1.2.4 Fair Market Value definition, page 5 of the solicitation. In addition, please see Section C.3.2.2, Appraisal, paragraphs one and two, page 8 of the solicitation.

**55. C.3.4.1 - According to the 9/1/2004 Audit of the Office of Contracting and Procurement’s Personal Property Divisions Operations and Auction Process, “OCP stated that they had developed an inventory control and tracking system in conjunction with the office of the Chief Technology Officer. OCP anticipates that the system will be fully implemented within 90 days. Estimated completion date is November 6, 2004”. How does this tie into the contract proposal’s call for an inventory management system?**

Please see the responses to Question Numbers 18 and 22 above.

**56. C.3.4.1 - Is the successful contractor responsible for maintaining the inventory computer records and producing the reports or will DC Staff perform these clerical functions? Is the contractor to perform a physical inventory monthly? Who are all the people who will have access to the items?**

The Contractor’s reporting requirements are described in Section C.3.4.3.5.2 of the solicitation. In addition, as described in Section F.3 of the solicitation, Deliverables, page

22 of the solicitation, the Contractor's requirements to deliver reports and required deliverables are to the COTR.

**57. Who is responsible for any shortages identified?**

**58. C.3.4.2.1 - Who pays for the "repair, conditioning, cleaning or up-grading" of surplus property? Who decides that these are necessary?**

**59. C.3.4.3.2.2 - What is a "Financial Viability Review"?**

Please see Amendment No. 2, Item Number 2, issued November 24, 2004.

**60. C.3.4.3.2.5 - Will prospective bidders be able to start or drive any vehicles? What does "contact information, and date of attendees" mean?**

Please see Amendment No. 2, Item Number 10, issued November 24, 2004.

**61. C.3.4.3.3.1 -What is a "certified licensed auctioneer?"**

Please see Amendment No. 2, Item Number 2, issued November 24, 2004.

**62. What is videotaped, the auctioneer or the bidders?**

The videotape shall record the actions of both bidders and the auctioneer.

**63. C.3.4.3.3.1 - If the auctions are held at a DC venue, what security is required?**

Please see Amendment No. 2, Item Number 12, issued November 24, 2004.

**64. Can bidders be required to leave a (refundable) deposit in order to register?**

The Contractor's requirement to pre-register bidders is described in Section C.3.4.2.2, Bidder Pre-registration and Financial Viability Review, page 11 of the solicitation.

**65. Purchase Price-Fair Market Value What does this mean?  
In this entire Section, should the words "Purchase(s)" be "Sale(s)"?**

Please see the response to Question 55 above. No.

**66. C.3.4.3.6 - What is "Unserviceable/Unsaleable property scrap non-metal with a redemption value"?**

Please see Amendment No. 2, Item Number 2, issued November 24, 2004.

**67. C.3.4.3.7 - What kind of metal is included under this contract? How is it currently being disposed of?**

Recently metals disposed of by the Personal Property Division through a Contractor include cast iron, sheet iron, and Number 1 Prepared metals.

**68. F.3.1 - What is a soft copy?**

A soft copy is an electronic version of a Deliverable. Note; Please see Amendment No. 2 Item No. 8, issued November 24, 2004

**69. F.3.3 - How can we project revenue without knowing what will be sold?**

Please see Section C.3.3, Develop a Disposition Plan and Revenue Projection for the Sale of the District's Surplus Personal Property, page 8 of the solicitation and Section C.3.3.1, Surplus Property Disposition Plan and Revenue Projection, pages 8 - 9 of the solicitation.

**70. L.24.12 - Rather than contract performance, may we use performance on governmental Purchase orders as references?**

Yes.

**71. Does the reference letters have to be included in the proposal or could they follow the proposal's delivery by a week?**

Please see Section L.24.1.2.1 c, page 56 of the solicitation

**72. How many references would be reasonable to include in the proposal (since we have thousands of clients for our asset management solutions and listing them all would not be useful)?**

Please see Section L.24.1.2.1 c, page 56 of the solicitation

**73. Should we assume that all assets are to be tagged by vendor with a bar code tracking system?**

Please see Sections C.3.4.1, Inventory Management System, page 9 of the solicitation, C.3.4.1.1, Inventory Accounting, page 9 of the solicitation, and C.3.4.1.2, Maintenance and Tracking, page 10 of the solicitation.

**74. How many warehouse locations are there and are they all local within 50 miles of D.C.?**

There are approximately six warehouse locations, all located within the District of Columbia.

**75. How can D.C. assist in the pick-up of assets after their sale?**

The Contractor's requirements of the solicitation regarding distribution and removal of goods is described in Section C.3.4.3.3.6, Receipt, Distribution, and Removal of Goods, page 14 of the solicitation.

**76. Does D.C. want the vendor to dispose of assets that are of little or no economic value compared to the costs of disposition?**

Please see Section C.3.4.3.6 of the solicitation, page 18.

**77. We are available to tour the facilities at D.C. convenience. Would it be possible to view the main facilities this week so that we can better tailor our proposal to your needs?**

A site visit of the Personal Property Division warehouse was held on Wednesday, November 17, 2004.